



RUN Walk Walk Run

In
Saint Paul

DEPARTMENT OF PARKS AND RECREATION

PARK PERMITS: 651-632-5111

FAX: 651-632-5115

www.stpaul.gov/parks

karen.clark@ci.stpaul.mn.us

651-632-2407

THANK YOU FOR YOUR INTEREST IN HOLDING A WALK/RUN ON SAINT PAUL PARKLAND

Listed below is some information to help you plan:

- Permits are required for all organized walks/runs held on parkland.
- A permit fee schedule is available on our web site or upon request.
- Permit fee must be paid within 30 days of receipt of an invoice.
- Permits are available to the public the first business day in January for the current calendar year.
NOTE: *Prior to the first business day in January when the public can reserve events, the Department reserves the right to book locations for special events and large public events.*
- A City of Saint Paul Police Department permit is required if a walk/run is held where the route is not completely within park boundaries, crosses or uses streets, or has more than 5,000 (estimated) participants.
NOTE: The Police permit is a separate permit and fee. Permits can be obtained by calling 651-266-5485.
- If the Department of Parks and Recreation determines that a walk/run is a special event or athletic competition the *special event guidelines and rate structure* will be used as determined by Parks staff.
- Tents/canopies and their locations must be reported to and approved by Parks and Recreation staff at least 7 days prior to event. There is a site fee for all tents/canopies.
- Only one walk/run will be scheduled for a particular location and time.
- Use of amplified sound must follow the City Ordinances (Sec. 293.02). Permit holder must ensure they are able to monitor decibels of amplified sound and comply with the City Ordinances. NOTE: For more information on Noise Ordinances refer to our web site at www.stpaul.gov.
- Exclusive use of the paths cannot be granted. The public always maintains access and use.
- It is the responsibility of the permit holder to ensure participants are informed and instructed to follow park rules and signage. Bike paths cannot be used by walk/run participants and vice versa. Permit holder is responsible for posting signage around course to clearly indicate this.
- Painting or marking the paths in anyway is not allowed. Use freestanding signs that can and will be removed immediately after your walk/run.
- Liability insurance is required with the City of Saint Paul listed as an additional insured.
- A food license may be required if the walk/run is advertised to the public and food and/or beverages are served. Contact the City of Saint Paul Department of Safety and Inspections for more information at 651-266-8989.
- All parking within the park system is on a first come, first served basis and cannot be reserved.
- Upon request, Parks will list your walk/run on our City of Saint Paul's healthy living web site.

12/11/2009